

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: December 11, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: BALANCES FORWARD

Effective Monday December 9, 2002, FY 02 balances forward will be available to the agencies on BuySpeed and the Web. All balances forward have been posted to the associated line item sequence source with the natural account 399101.

Please keep in mind that in BuySpeed you will only find these balances in Accounting Data in the expense column of that report. A positive amount in this column indicates a negative balance forward and a negative amount in this column indicates a positive balance forward. For those agencies using the web site, the balance forward will show up with the appropriate balance, positive amounts as positive balances forward and negative amount as negative balances forward.

We are in the process of creating a cash availability statement to be part of the reporting web site. The report will identify the balances forward, receipts and expenditures, and calculate a cash available balance. This report should be available to the agencies by the end of December.

If you have any questions please contact Wayne Hannon at 222-6404

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CFO:03-36